

SIS2000+ Timeline of Technical Duties

This timeline lists any duties that require back-end access to the SQL database, administrator access to the BIN files, clearinghouse uploads, or other tasks normally performed by the SIS2000+ technician. This table also lists activities only performed once a year – although these duties may be performed by a secretary or clerk instead of the SIS2000+ technician, support and refresher training may need to be provided by the SIS2000+ technician.

Date	Task
Spring (5-6 months before next school year starts)	<ol style="list-style-type: none"> 1. New year initialization 2. Verify and modify faculty records and course records where necessary 3. Enter track, marking terms, and calendar information 4. Provide Scheduling Training to school personnel 5. Create student schedules for new year
Month prior to school start	Provide refresher training Adjust Food Service rates, items, and income guidelines if necessary
One week before school year starts	Re-print locator cards to reflect changes since Spring scheduling Print bus list Print, laminate, and distribute lunch cards for students Enter new faculty and give assignments Begin processing Food Service applications
School picture time	<ol style="list-style-type: none"> 1. Photographer may need student listing a few weeks prior to photo day 2. Student photos may be installed into SIS 2000+ after photo day
End of each month	<ol style="list-style-type: none"> 1. Attend SIS 2000+ Users' Group Meeting 2. Print monthly attendance report, if desired 3. Print birthday list for next month, if desired 4. Print Food Service Monthly Summary and Account Status Reports
Daily	Daily Attendance Report Daily Food Service Report
End of 1 st week of school	UPLOAD: S.A.T. Testing Pre-print
End of 1 st week of school	UPLOAD: Senior Intentions
3 rd Week of School Year	Take care of "no shows" - properly exiting
End of S.A.T. testing	UPLOAD: All students file
Between October 1-15	UPLOAD: October 1 st report
One week before grading period	Set Mark Term for posting in Gradebook (FILE menu)

Date	Task
After grading period ends	<ol style="list-style-type: none"> 1. Print Report Cards 2. Print perfect attendance, if desired 3. Post to History after grade changes are made 4. Print hard-copy of audited data, i.e. attendance detail
Between December 1-15	UPLOAD: December 1 st Special Education report
Six weeks prior to course end (end of semester, end of year)	UPLOAD: CRT pre-print
End of C.R.T. testing	UPLOAD: All students file
After school year ends	<ol style="list-style-type: none"> 1. Print transcripts 2. Make CD backup of BINs and database 3. Print hard-copy of audited data, i.e. attendance detail 4. Year-end process 5. Food Service New Year Process(es)
By July 15 th	UPLOAD: Final Year-end Enrollment and Membership (Clearinghouse upload)
WHEN new student enrolls in school	<ol style="list-style-type: none"> 1. Enter student record (check to be sure student does not already have a database record) 2. Assign a Web-access password 3. Assign schedule/teacher to student 4. Create a food service account and card for student if using the Food Service Module
WHEN new faculty/staff member	<ol style="list-style-type: none"> 1. Enter individual into SIS2000+ 2. Be sure all teachers have SSN# listed (new reporting requires that all teachers have SSN) 3. Assign individual a SIS2000+ login/password. 4. Assign SIS Permissions 5. Provide training
WHEN new course created	<ol style="list-style-type: none"> 1. Enter new course. 2. Be sure ATE courses have CIP code listed 3. Assign course with school/track 4. Assign appropriate credit awarded
WHEN new program update is available (FoxPro)	<ol style="list-style-type: none"> 1. Download update files 2. Install update files when no users are on the system 3. Backup database and run any necessary scripts 4. If you have BIN files in multiple locations and copy BIN files from location to location, be sure to edit the SNETCS.INI file.

Date	Task
WHEN new Web update is available	<ol style="list-style-type: none"> 1. Download Active Server Pages (ASP) 2. Install ASP 3. Check for FoxPro dll updates <ol style="list-style-type: none"> a. Download (if applicable) b. Install c. Register on Server 4. Check for Report Server Upgrades <ol style="list-style-type: none"> a. Download (if applicable) b. Install
WHEN Special Education Student enrolls in a school	Enter Student in Special Education Module and give appropriate entry code.
WHEN Special Student Exists	Ensure appropriate exit code is placed in Special Education Module

Be sure to back up the SQL database nightly, weekly, monthly, and yearly.